

# **Arizona Citrus Research Council**

1688 West Adams Street  
Phoenix, Arizona 85007  
(602) 542-3262

## **Notice of Availability of Funds**

### **Research Grant Program Manual and Application**

**September 12, 2005**

Dear Research Grant Applicant:

The Arizona Citrus Research Council (ACRC) is pleased to present the FY06 Research Grant Application Manual. These grant monies will be available to successful applicants in January 2006. This manual contains general program information, application guidelines and application requirements.

All forms necessary to complete an application are available in this manual and may be reproduced.

Please contact Lisa Pendrick if you have any questions. Do NOT contact Council members for assistance or comment on the grant process.

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Arizona Department of Agriculture  
1688 W. Adams  
Phoenix, AZ 85007  
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## **INTRODUCTION**

### **ACRC Grant Program**

The Arizona Citrus Research Council was created to fund research projects of benefit to the citrus industry. Arizona citrus shippers pay an assessment on each carton or equivalent weight of produce to fund the ACRC and its grant activities.

The ACRC grant program is established to assist Arizona citrus producers to identify solutions to production issues. All research findings, abstracts, and reports resulting from funds awarded through this grant process shall be made available to the Arizona citrus industry through the ACRC.

### **Funding Source**

Funds for the ACRC grants are available through per carton assessments collected on each carton of citrus marketed.

For FY06, \$45,000.00 is available for the ACRC grants. ACRC will award multiple grants from these funds.

### **Deadlines**

ACRC must receive completed applications no later than **3:00 p.m. on Monday, November 14, 2005. This is not a postmark deadline. Applications must be received by the grant deadline date and time.** Applications will be publicly opened and stamped received at 3:00 p.m. on this date.

Applications must be delivered to:

Lisa Pendrick, Council Administrator  
ACRC Grant Applications  
Arizona Department of Agriculture  
1688 W. Adams St.  
Phoenix, AZ 85007

An entity may submit more than one proposal but only if the applications are for completely different projects.

### **General Compliance**

All proposed projects must comply with all applicable federal and state laws, and the terms of the grant contract signed after an award is made. The information contained in an application shall not be confidential. All applications shall be open for public inspection the next business day after the due date.

### **General Indemnification**

To the extent permitted by A.R.S. §41-621 and §35-154, the applicant shall indemnify, save and hold harmless the ACRC, the State of Arizona, its agents, departments, officers, advisory council members, contractors and employees

from all claims, losses, damages, liabilities, expenses, costs and charges incident to or resulting in any way from any injuries or damage to any person or any damage to any property caused by or resulting from the work performed due to the filing of this application or as a result of enforcement or monitoring undertaken due to the grant.

### **Records Requirement Compliance**

Under A.R.S. §35-214 and §35-215, the awardee shall retain all data and other records relating to the acquisition and performance of the agreement for a period of five years after the completion of the agreement. All records shall be subject to inspection and audit by state personnel at reasonable times. Upon request, the awardee shall produce a legible copy of any or all such records.

## **GENERAL ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS**

### **Eligible Applicants and Proposed Projects**

Any person, corporation, business, individual, committee, club or other organization or group of individuals may apply for funds by completing the grant application in this manual.

According to A.R.S. §3-468.02, the ACRC may authorize monies for proposed projects relating to Arizona citrus in a number of areas. The ACRC grant funds are available to projects that will pursue any of the following:

1. Research, development and survey programs concerning varietal development;
2. Programs for pest eradication;
3. Programs concerning production, harvesting, handling, and hauling from the field to market;
4. Any other programs, excluding sales or marketing, which the council deems to be appropriate for the purposes of ARS 3-468 et seq.
5. Finance appropriate studies conducted by research agencies or to purchase or acquire equipment and facilities consistent with ARS 3-468 et seq.

Proposed grant projects should be able to be completed, if awarded, within 18 months of the award. For the 2005-2006 grant solicitation, the Council requests that applicants focus proposals in the following five areas:

1. Pest Eradication including insects, weeds and disease;
2. Citrus production, harvest and post-harvest techniques;
3. Citrus Varietal Development;
4. Technology Enhancements; or
5. Any other proposal the Council deems appropriate.

The ACRC encourages collaboration by entities for community partnerships, if appropriate. All research projects must be specific to issues relating to citrus grown in Arizona.

During the grant evaluation process, the ACRC shall schedule applicant presentations. The Council will schedule time for each applicant to orally present their proposal at a meeting to be held in December 2005. Presentations are voluntary, but the Council members may have questions of the applicant that can be addressed at that time. The Council Administrator will directly contact applicants with specific date and time information, and an agenda will be published at least 24 hours prior to the meeting.

ACRC members may discuss grant applications or proposed projects with applicants, citrus producers, members of the public or any other person as long as the discussion does not violate open meeting laws in accordance with ARS 38-431 et seq.

### **Application Instructions**

All applicants **must** adhere to the following instructions, in addition to other requirements as stated in this grant manual, to be considered eligible for grants. **Proposed projects missing any of the requested information may be deemed ineligible.**

Deliver the following documents to the address listed on page 3 before the close of the application period.

- Include a completed and signed Application Form and completed Proposed Project Description.
- Include an itemized proposed project budget.
- The applicant must submit ONE (1) complete original application packet and nine (9) additional copies. **The person authorized to receive funds must sign the original copy of the application and subsequent documents in the grant process.**

### **Criteria**

The following criteria shall be used by the ACRC for reviewing grant applications and awarding the ACRC funds:

1. The complexion and sufficiency of prior research projects by the applicant.
2. The extent to which the proposed project identifies solutions to production issues currently facing the citrus industry.
3. The extent to which the proposed project addresses future threats facing the citrus industry.

4. The appropriateness of the budget request in obtaining the project objectives.
5. The appropriateness of the proposal time frame to the stated project objectives.
6. The qualifications of the applicant.

### **Disagreement Process**

The ACRC reserves the right to reject any application due to ineligibility or requirements not met as stated in this grant manual.

An applicant may request the ACRC reconsider the application. In the request for reconsideration, the applicant shall provide specific reasons for the reconsideration. The ACRC may grant a reconsideration of the applicant's application. The ACRC shall not grant reconsideration based on dissatisfaction with the amount of a grant award.

### **Reporting & Accounting**

All research findings, abstracts and reports resulting from funds awarded in this grant process shall be made available to Arizona citrus producers through the ACRC.

Awardees shall provide either a written summary or present an oral summary of progress at about six months from the date of award to the ACRC. Additionally, awardees are required to present an annual report to the ACRC after 18 months. This report must be prefaced by an abstract and layman's summary. (Requested format will be provided at the time of award).

### **Timeline and Payment**

All eligible applications will be reviewed and successful applications will be chosen on the merits of the proposed project as put forth in the official application and as they relate to the published criteria. All applicants will be notified in writing of the ACRC's decision to fund, modify or reject the proposed project within 2 weeks of the ACRC decision. Written notification may be accomplished by electronic mail or facsimile.

Prior to beginning work on proposed projects or receiving funding, successful applicants will be required to sign an agreement with the ACRC indicating their intention to complete the proposed tasks and authorizing the ACRC to monitor the progress of the proposed project. Payment of funds to the applicant will be made in two payments: 50% of the award upon execution of the agreement and receipt of an invoice, and 50% upon completion of the final report and receipt of an invoice.

Any unexpended funds from the grant, or funds not used in accordance with the grant agreement, must be returned to the ACRC.

**APPLICATION  
ACRC Grant Program**

**INFORMATION SHOULD BE TYPED OR CLEARLY PRINTED**

**Company/Organization Name:**\_\_\_\_\_

**Contact Name/Title:** \_\_\_\_\_

**Mailing Address:**\_\_\_\_\_

**City:**\_\_\_\_\_ **State:**\_\_\_\_\_ **Zip:**\_\_\_\_\_

**Phone: ( \_\_\_\_\_ )**\_\_\_\_\_ **Fax: ( \_\_\_\_\_ )**\_\_\_\_\_

**Email Address:**\_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Funding Amount  
Requested:**\_\_\_\_\_

**I hereby certify, under penalty of perjury, that the information in this  
application is true and correct to the best of my knowledge.**

**Authorized  
Signature:**\_\_\_\_\_

**Title:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:**\_\_\_\_\_

## **PROPOSED PROJECT DESCRIPTION**

**Part I.** In detail, identify your proposed project and associated personnel. Include the project title, the principal staff (administrative, research, etc...), investigator(s), all cooperating personnel and the location(s) where the project will be undertaken.

**Part II.** In detail, explain the rationale behind your proposed project. Explain the significance, need and benefit to the citrus industry, previous work on the subject (if any), and the long range objectives for the project with appropriate objective timeline.

**Part III.** How will you measure the progress and performance of your proposed project? What are your immediate objectives during the grant period?

**Part IV.** Explain your expected result. Include a brief synopsis of all work and procedures planned during the grant period.

**Part V.** Include an itemized budget for the expenditure of grant funds. It is preferred that you use the "Suggested Budget Format" included in this manual.



**ARIZONA CITRUS RESEARCH COUNCIL**  
**Suggested Budget Format**

<b>A. SALARIES</b>	<b>Amount Requested from ACRC (Individual Amounts)</b>	<b><u>Totals</u></b>
Project Manager	_____	_____
Technician	_____	_____
Lab Assistant	_____	_____
Secretary	_____	_____
Other	_____	_____
Employee Benefits <sup>1</sup>	_____	_____
Subtotal	_____	_____
 <b>B. SUPPLIES AND EXPENSES</b>		
Materials	_____	_____
Equipment	_____	_____
Laboratory	_____	_____
Analysis	_____	_____
Computer Analysis	_____	_____
Field Operations	_____	_____
Travel	_____	_____
Miscellaneous	_____	_____
Subtotal	_____	_____
 <b>C. TOTAL</b>		=====
 Grant Request		_____

<sup>1</sup> These are specific percentages, depending on employees' category, and are usually available from a Human Resource representative.

## **DEFINITIONS AND ABBREVIATIONS**

**ACRC – Arizona Citrus Research Council**

**Applicant – A person, corporation, business, individual, committee, club or other organization or group of individuals.**

**A.R.S. - Arizona Revised Statutes**

**Authorized Signature – Signature of individual authorized to receive funds on behalf of applicant and the person who becomes responsible for execution of proposed project responsibilities.**

**Awardee – A successful applicant that has been awarded grant funds for research on a specific program or project.**

**Grant Award Agreement – Document advising the applicant of the amount of money to be awarded following receipt by the ACRC of a signed acceptance by the applicant.**

## **CHECKLIST**

- ☐ **Signed and completed application form**
- ☐ **Completed project proposal description (Parts I –V)**
- ☐ **Detailed project budget proposal**
- ☐ **One original copy of the application packet and nine (9) copies.**